

Department of Defense (DoD)
Civilian Personnel Management Service (CPMS)
Field Advisory Services - *FAS*
Classification Appeal Decision

DoD Decision:	Supervisory Engineering Technician, GS-0802-12
Initial classification:	Supervisory Engineering Technician, GS-0802-12
Organization:	Navy Naval Surface Warfare Center Logistics Department Technical Date Branch
Date:	November 21, 1995

INFORMATION CONSIDERED

1. Appellant's appeal letter with attachments.
2. Appealed position description and evaluation statement.
3. Appellant's performance standards.
4. Organizational charts and functional statement pertaining to the appealed position.
5. Telephone interview with the appellant and his supervisor.

BACKGROUND AND POSITION INFORMATION

The appellant disagreed with the agency's evaluation of factor 3 of the General Schedule Supervisory Guide (GSSG) and believed reevaluation of that factor would result in a classification of his position at the GS-13 level.

The position serves as the Chief, Engineering Documentation Branch, Technical Services Department. The Branch utilizes both in-house and contract personnel to provide graphic artwork/illustrations in support of installation naval ordnance technical and administrative

requirements.

The incumbent is responsible for planning and directing the work of the Branch supervising a staff of approximately 30 engineering technicians, draftsmen, and illustrators, grades GS-4 through GS-11 and two GS-12 program managers. The program managers serve as leaders to the electronic and mechanic teams and have a limited supervisory role (e.g., they approve leave of short duration, certify time and attendance records, assign work, etc.). There is also one Electronics Engineer, GS-855-11, responsible for the software design used by contractor employees (1 systems manager and 2 computer aided design operators). The appellant retains overall supervisory responsibilities for the Branch.

Supervisory responsibilities include preparing workload estimates, scheduling workload and establishing priorities, recommending the selection of new employees, promotions, awards, and reassignments. He receives and resolves minor employee complaints and recommends disciplinary action in more serious cases. The appellant establishes performance standards and rates subordinate employees, develops employee training plans, and the like.

The appellant and his supervisor certified that the accuracy of the position description.

ANALYSIS AND FINDINGS

Series and Title Determination

The appellant has not contested the series and title of his position which is classified in the Engineering Technician Series, GS-802. Supervisory Engineering Technician is the designated title for positions that meet the requirements for classification under the evaluation criteria for supervisors in the General Schedule Supervisory Guide.

Grade Level Determination

The grade level is determined by application of the General Schedule Supervisory Guide (GSSG), dated April 1993.

The GSSG is divided into six factors. Each factor has a point value which can be credited based upon the duties and responsibilities. Credit is given for the highest factor level which is met. If one level of a factor is exceeded, but the next higher level is not met, the lower level is credited.

Factor 1 - Program Scope and Effect

This factor evaluates the general complexity, breadth, and impact of the program areas and

work directed, including the organizational and geographic coverage. It also assesses the impact of the work both within and outside the immediate organization. To credit a particular factor level, the criteria for both Scope and Effect must be met.

The servicing personnel office credited this factor at Level 1-2. The appellant does not disagree with this evaluation. We concur that Level 1-2 is correct since the services provided support and affect installation level operations.

Level 1-2, 350 points

Factor 2 - Organizational Setting

This factor considers the organizational situation of the supervisory position in relation to higher levels of management.

The servicing personnel office credited this factor at Level 2-1. The appellant does not disagree with this evaluation. We agree with that conclusion since this position reports to a position two or more levels below the first SES or flag officer position (e.g., the position reports to the GS-14, Chief, Logistics Department, who reports to a GS-15, Head of the Gun Weapons Systems Directorate, who reports to a military 06, Captain/Executive Director.

Level 2-1, 100 points

Factor 3 - Supervisory and Managerial Authority

This factor measures the delegated supervisory and managerial authorities that are exercised on a recurring basis. To be credited with a level under this factor, a position must meet the authorities and responsibilities to the extent described for the specific factor level.

The servicing personnel office credited this factor at Level 3-2c. The appellant believes this factor should be evaluated at Level 3-3b because he saw an evaluation crediting that point value. That evaluation was subsequently changed by the servicing personnel office. We reviewed the earlier evaluation statement and found that while it credited level 3-3b, their rationale for doing so (e.g., planning and assigning work, preparing performance standards, initiating promotions, reassignments, etc.) was insufficient. The situations they credited are first described in the standard at level 3-2c. These criteria are similar except criteria at level 3-3b emphasize use of subordinate level supervisors, implying greater program and oversight responsibilities.

Level 3-2 describes three situations. Situation a describes authority to schedule ongoing production-oriented work on a quarterly and annual basis, adjust staffing levels or work

procedures, oversee the development of technical data, and the like. Situation a does not apply to this position. Situation b describes oversight of work contracted out. Situation b is comparable, in part, to this position since part of the responsibilities assigned include establishing data requirements for contract solicitation, conducting in-process and final review of data prior to acceptance and delivery, and the like. Situation c describes a supervisor who typically carries out three of the first four and a total of six or more of the 10 authorities and responsibilities listed on pages 16 and 17 of the GSSG. The appellant's position meets the ten authorities described on pages 16 and 17 of the standard.

Level 3-3 describes two situations. In order to meet level 3-3, positions must meet criteria contained in either situation a or b. Situation a describes authority to set a series of annual, multi-year, or similar long-range work plans and schedules for in-service or contracted work; assure implementation by subordinate organizational units of program goals and objectives; and determine which goals and objectives need additional emphasis; determine the best solution to budget shortages; and plan for long-range staffing needs. Positions in this situation are closely involved with high level program officials or comparable agency staff personnel in developing overall goals and objectives for assigned functions or programs. The second situation covers second-level supervisory positions who perform nearly all (which has been interpreted in DoD guidance as eight of ten) of the supervisory functions described at Level 3-2c, and eight of the fifteen conditions described at Level 3-3b described on pages 17 and 18 of the standard, including such matters as: using subordinate supervisors to direct or lead work, direction of a program with significant resources (e.g., multi-million dollar); evaluating subordinate supervisors and serving as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors; approving expenses comparable to within-grade increases, exercising significant responsibilities in dealing with officials of other units or organizations or in advising management officials of higher rank, assuring equity of performance standards and ratings among subordinate units, exercising personnel authority over subordinate supervisors and employees, approving serious disciplinary actions, making non-routine decisions, and approving the expenditure of funds.

The appellant's position does not meet the managerial authorities described in Factor Level 3-3a. The organization and workload do not place significant burdens on the appellant's oversight responsibilities to the degree intended at level 3-3b.

Level 3-2, 450 points

Factor 4 - Personal Contacts

This is a two-part factor that measures the nature and purpose of personal contacts related to supervisory and managerial responsibilities. The nature of the contacts, credited under Subfactor 4A, and the purpose of those contacts, credited under Subfactor 4B, must be based on the same contacts.

Subfactor 4A - Nature of Contacts

This subfactor covers the organizational relationships, authority or influence level, setting, and difficulty of preparation associated with making personal contacts involved in supervisory and managerial work.

The servicing personnel office credited this subfactor at Level 4A-2. The appellant does not disagree with this evaluation. We agree with that conclusion since the contacts are with officials at the installation management officials and

Level 4A-2, 50 points

Subfactor 4B - Purpose of Contacts

This subfactor covers the purpose of the personal contacts credited in Subfactor 4A, including the advisory, representational, negotiating, and commitment making responsibilities related to supervision and management.

The servicing personnel office credited this subfactor at Level 4B-2. The appellant does not disagree with this evaluation. The appellant's contacts are to ensure that information provided is accurate and consistent, to plan work of the office, and to resolve differences of opinion which matches criteria described for this level.. We concur with that conclusion.

Levels 4B-2, 75 points

Factor 5 - Difficulty of Typical Work Directed

This factor measures the difficulty and complexity of the basic work most typical of the organization(s) directed, as well as other line, staff, or contracted work for which the supervisor has technical or oversight responsibility, either directly or through subordinate supervisors or team leaders.

The servicing personnel office credited this factor at Level 5-6. The appellant does not disagree with this evaluation. The GS-11 level best characterizes the nature of the basic nonsupervisory work performed and constitutes 25% or more of the workload.

Level 5-6, 800 points

Factor 6 - Other Conditions

This factor measures the extent which various conditions contribute to the difficulty and

complexity of carrying out supervisory duties, authorities, and responsibilities. Conditions affecting work for which the supervisor is responsible (whether performed by Federal employees, assigned military, contractors, volunteers, or others) may be considered if they increase the difficulty of carrying out assigned supervisory or managerial duties and authorities.

The servicing personnel office credited this factor at Level 6-4A. The appellant does not disagree with this evaluation. We concur with that conclusion.

Level 6-4a, 1120 points

Summary of Factors

Factor	Level	Points
Scope and Effect	1-2	350
Organizational Setting	2-1	100
Supervisory and Managerial Authority Exercised	3-2c	450
Personal Contacts / Nature of Contacts	4A-2	50
Purpose of Contacts	4B-2	75
Difficulty of Typical Work Directed	5-6	800
Other Conditions	6-4a	1120
Total Points		2945

Using the Point-to-Grade Conversion Chart on page 31 of the standard, a point range of 2755-3150 equates to the GS-12 level.

DECISION

The correct classification of the appellant's position is Supervisory Engineering Technician, GS-802-12.